



YOUR FORMS HAVE NOT BEEN ELECTRONICALLY FILED WITH THE COURT.



YOU MUST STILL FILE THE FORMS WITH THE COURT AND PAY THE COURT FILING FEE (Separate from the fee you paid to create the forms).

Please refer to the information below to properly file your court documents.

You have TWO options to file your court documents generated on AZTurboCourt in the Maricopa County Justice Courts:

✓ Mail the filing to the court OR

✓ File at the court in person



Carefully read the instructions on the next page. The procedures for filing by mail or at the court (in person) are different. You must follow the instructions to properly file your court document/s.

MAIL THE FILING TO THE COURT

- 1) Print out a copy of your form/s in AZTurboCourt.
- 2) Make the correct number of copies of the form/s.
- 3) Mail the form/s, copies, filing fee, and self-addressed stamped envelope to the court and address at the top of the form/s (upon receipt the Court will mail additional information).



YOU MUST INCLUDE:

- ☐ Completed Form/s
- ☐ Correct Number of Copies
- ☐ Filing Fee
- ☐ Self-Addressed Stamped Envelope

Copy and Fee
Information on
pg. 2



Types of payment accepted for mail-in filings (to pay for the filing fee):

- Cashier’s Check • Money Order
- Personal Check

** Make checks payable to the court name at the top of your form.*

FILE AT THE COURT IN PERSON

- 1) Print out a copy of your form/s in AZTurboCourt.
- 2) Make the correct number of copies of the form/s
- 3) Bring the completed form/s , copies, and payment for the filing fee to the court to file.



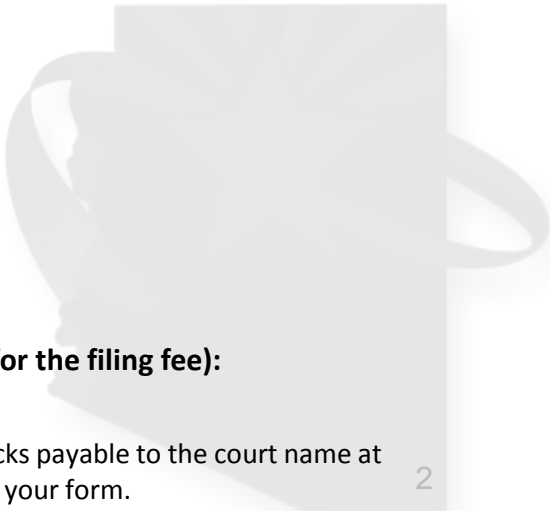
YOU MUST BRING:

- ☐ Completed Form/s
- ☐ Correct Number of Copies
- ☐ Filing Fee

Types of payment accepted when filing at the court (to pay for the filing fee):

- Visa • Money Order
- Mastercard • Personal Check
- Cashier’s Check • Cash

** Make checks payable to the court name at the top of your form.*



SMALL CLAIMS FEE AND COPY INFORMATION

Small Claims Initial Filings

Type	Fee	Copies
Complaint Filing Fee: <i>(Summons on same form)</i>	\$38.00 <i>(no additional charge for summons)</i>	<ul style="list-style-type: none">• 1 copy for the court• 1 copy for each plaintiff• 1 copy for each defendant

Small Claims Subsequent Filings (filed after the complaint)

Type	Fee	Copies
Answer Filing Fee OR Other First Time Filing:	\$28.00	<ul style="list-style-type: none">• 1 copy for the court• 1 copy for each plaintiff• 1 copy for each defendant
Plaintiff's Request to Transfer to Civil	\$42.00	
Defendant's Request to Transfer to Civil	\$22.00	
Defendant's Counterclaim Exceeds Jurisdiction of Small Claims Division *	\$22.00	
Other Forms Available on AZTurboCourt: <ul style="list-style-type: none">• Defendant Counterclaim (within Small Claims Jurisdiction) *• Evidence of Service• Application for Entry of Default• Motion/Affidavit for Judgment by Default• Request for Continuance• Notice of Voluntary Dismissal	NO FEE	

***Note:** Transfer forms are not available on **AZTurboCourt**. However, please be advised that filing a small claims counterclaim that exceeds \$2,500.00 requires the case be transferred to the civil division of the Justice Court. A counterclaim exceeding \$10,000.00 requires a case to be transferred to the Superior Court. A separate filing fee will apply in both instances and both transfer forms are available at the court.

CIVIL FEE AND COPY INFORMATION

Civil Initial Filings

Form	Fee	Copies
Complaint Filing Fee: (Claim Amount \$50.01 - \$10,000.00)	\$80.00 <i>(no additional charge for summons)</i>	<ul style="list-style-type: none">• 1 copy for the court• 1 copy for each plaintiff• 1 copy for each defendant• 1 copy for each attorney <i>(if applicable)</i>
Complaint Filing Fee: (Claim Amount \$0.01 - \$50.00)	\$1.00 <i>(no additional charge for summons)</i>	

Civil Subsequent Filings (filed after the complaint)

Form	Fee	Copies
Answer Filing Fee <u>OR</u> Other First Time Filing	\$50.00	<ul style="list-style-type: none">• 1 copy for the court• 1 copy for each plaintiff• 1 copy for each defendant• 1 copy for each attorney <i>(if applicable)</i>
Other Forms Available on AZTurboCourt: <ul style="list-style-type: none">• Defendant Counterclaim• Reply to Counterclaim• Application for Entry of Default• Motion to Continue	NO FEE	

***Note:** Transfer forms are not available on **AZTurboCourt**. However, please be advised that filing a small claims counterclaim that exceeds \$2,500.00 requires the case be transferred to the civil division of the Justice Court. A counterclaim exceeding \$10,000.00 requires a case to be transferred to the Superior Court. A separate filing fee will apply in both instances and both transfer forms are available at the court.